

Present: Andy Dhillon
Ghezal Durrani
Stacey Edzerza Fox
Lenora Gates
Kwin Grauer, Chair
Heather Holden
Michal Jaworski
Kajan Karunaneithi
Gerda Krause
Jeff Lowe
Claude Rinfret
Veda Roodal Persad
Jas Sandhu
Lane Trotter, President

Regrets: Peter Huron

Employee Resources: Ajay Patel, Vice-President, External Development
Viktor Sokha, Vice-President, Administration and Finance

Constituent Groups: Lynn Carter, President, Langara Faculty Association
Laura Vail, Vice-Chair, Langara College Administrators' Association
Kristine Nellis, Representative, CUPE Local 15/VMECW

Guests: Chris Arnold-Forster, Director, Risk and Internal Controls
Joe Cordingley, Acting Associate Director, Budgets and Planning
Michael Koke, Director, Financial Services
Wendy Lannard, Director, Facilities
Ian McBain, Interim Dean, Faculty of Arts
Scott McLean, Incoming President, Langara Faculty Association
Larry Xiong, Director, Institutional Research

Recorder: Diana Falcon, Executive Assistant to the Board of Governors

1. MUSQUEAM LAND ACKNOWLEDGEMENT

The Board Chair delivered the following acknowledgement that Langara College rests on the land of the Musqueam peoples:

I would like to acknowledge the unceded territory of the hə əmi"ə" (hun ga mi num) speaking x"məθk"əyəm (Musqueam), on which Langara College is located.

2. CALL TO ORDER AND CHAIRS REMARKS

There being a Quorum present, the Board Chair called the meeting to order at 5:03 p.m. He conveyed regrets from those unable to attend, and welcomed all guests.

3. DECLARATION OF CONFLICT OF INTEREST

In accordance with *Board By-Law 200: Code of Conduct and Conflict of Interest*, Board Members were provided an opportunity to declare conflicts of interest for any agenda item that would relate to the ongoing business of the institution. Declaring none, the Board Chair proceeded with the meeting.

4. PRESENTATION – BOARD DASHBOARD

K. Grauer noted that a comprehensive dashboard for the Board of Governors has been created which includes facts about the college with real time feedback. L. Xiong made a presentation on the Board Dashboard and took members through a demonstration of the information that will be available. He advised that Board Members will be subscribed to the Dashboard upon its final completion. He welcomed comments and asked Board Members to let him know if more sources should be included in the finance section of the Dashboard.

[It was noted that L. Xiong left the meeting at 5:25 pm]

5. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved by C. Rinfret, seconded by J. Lowe and unanimously resolved:

THAT, the Langara College Board approve the agenda and approve/acknowledge the following items on the consent agenda:

- 5.1 Minutes of the Public Meeting held January 26, 2017 – Approved
- 5.2 Chair's Written Report – Acknowledged
- 5.3 President's Written Report – Acknowledged
- 5.4 Board Calendar - Acknowledged

6. CHAIR'S VERBAL REPORT

The Board Chair highlighted events that he had attended over the past few months and thanked members who represented the Board at recent College events. He advised that the due date for Ministry Mandate Letter to be submitted to the Ministry and posted to the Langara College website was March 31, 2017, and was being circulated for each Board Members' signature.

7. PRESIDENT'S VERBAL REPORT

L. Trotter highlighted items in his written report and elaborated on the following:

- **BC Colleges Day** – the province declared March 7, 2017 as BC Colleges Day – the first time that a proclamation was issued that recognizes the important work that Colleges play in supporting individuals, communities and the province. A brochure was distributed at the table that included facts and figures about the role of the BC Colleges. Langara College was recognized in the legislature by both the government and the opposition.
- **Takushoku University** – On March 28, 2017, the college hosted the Takushoku University to acknowledge the 40th anniversary of the Takedai program between Langara College and Takushoku University. The agreement has resulted in Takushoku annually sending students to Langara for English language education, who later receive third year credit towards their degree when they return to Japan. The Japanese Consul General advised that the agreement is the oldest continuous post-secondary program between a Japanese and Canadian institution.
- **Support Our Students (SOS) Campaign** – the Support Our Students (SOS) Campaign was relaunched last year with great success. This year's campaign goal is to raise more than \$40,000 that will be matched by the College to support student scholarships and bursaries. As part of the campaign, the Foundation also relaunched the Golden Apple Awards program that lets employees recognize their colleagues.

8. COMMITTEE REPORTS, RECOMMENDATIONS AND APPROVALS

8.1 New Building Task Force

a) Minutes of meeting held March 3, 2017

J. Sandhu highlighted the minutes of the New Building Task Force meeting held on March 3, 2017, attached to the agenda for information. The Committee thanked and commended W. Lannard and her team for completing the building on time and under budget. He noted that the responsibility of the New Building Task Force was finished and recommended that the New Building Task Force be disbanded.

It was moved by J. Sandhu and seconded by L. Gates

THAT, the New Building Task Force be disbanded.

Carried Unanimously.

8.2 Audit and Finance Committee

a) Minutes of Meeting held March 9, 2017

C. Rinfret highlighted the minutes of the Audit and Finance Committee meeting held on March 9, 2017, attached to the agenda for information.

b) 2017-2018 Operating Budget and Capital Acquisitions Budget

The 2017/18 Operating Budget and Capital Acquisitions Budget was presented and it was noted that the Audit and Finance Committee discussed the Budget in detail and any major changes or concerns were addressed by Management. The budget is based on 2016/17 actuals and includes conservative projections. A draft of the Budget was first presented in November 2016 and since then minor adjustments were made where necessary. V. Sokha thanked the Finance Team for the hard work and long hours they contributed in presenting a viable balanced budget that the Audit and Finance Committee could recommend to the Board for approval.

It was moved by J. Lowe and seconded by J. Sandhu

THAT, the 2017/18 Operating Budget and Capital Acquisitions Budget be approved.

Carried Unanimously.

c) Campus Master Plan

V. Sokha highlighted the memo attached to the agenda and provided background on the Campus Master Plan. He identified a number of conditions in Building A that need to be addressed and in order to do this the building needs to be emptied. The college is planning to engage consultants to review and update the campus master plan which would permit the College to identify ways to address space pressures and facilities needs. The consultants could also work with the City of Vancouver to ensure the plan properly identifies the current and future needs of the College. He advised that the College has allocated a budget of \$600,000 which will include fees for consultants as well as any fees required by the City of Vancouver.

It was moved by A. Dhillon and seconded by L. Gates

THAT, the Board authorize the College to engage consultants to review and update the Campus Master Plan to ensure it identifies the current and future needs of the College.

Carried Unanimously.

d) Langara College Foundation – Transfer of Funds

V. Sokha highlighted the memo attached to the agenda and identified projected transfers from the College to the Langara College Foundation in the amount of \$1,432,266 for the fiscal year ending March 31, 2017.

It was moved by J. Sandhu and seconded by A. Dhillon

THAT, the Board authorize a transfer of funds in the amount of \$1,432,266 to the Langara College Foundation as at March 31, 2017, as follows:

- **Matching Donations - \$150,000**
for the 2016 and 2017 fiscal years of the Foundation, and THAT, the College indicate that these funds are for the sole purpose of matching donations received by the Foundation; and
- **Building Legacy Fund - \$1,040,697**
for future Langara College capital projects at the Foundation's discretion, in an amount not to be greater than the College's revenues less its expenditures including all other transfers, for the year then ended, provided that any funds so transferred meet the requirements under Public Sector Accounting Standards to be accounted for as an expense, with such requirements to be agreed to by the College's auditors."
- **International Education Development Fund - \$226,175**

e) Paperless Meetings and Agenda Management

V. Sokha highlighted his memo attached to the agenda for information and advised that Board Members have indicated an interest in moving to a paperless meetings and agenda management system. The College has been investigating a shift to a paperless meeting structure and the software and hardware requirements. A solution has been identified using a product that will ensure it adheres to Canadian privacy concerns and provides a singular version control of Board documents. As well, the hardware solution can work cross-platform. The College can support the Board and the costs as part of its internal roll-out, including training. The proposed date would be for the next Board cycle starting September 2017.

In response to a Board Member's question, it was noted that a demonstration of the software would be provided prior to the September 2017 start date.

8.3 Committee Membership

S. Edzerza Fox advised that A. Dhillon joined the Audit and Finance Committee and M. Jaworski joined the Governance and Nominating Committee. As a matter of record,

It was moved by S. Edzerza Fox and seconded by J. Lowe

THAT, Andy Dhillon be confirmed as a member of the Audit and Finance Committee and, Michal Jaworski be confirmed as a member of the Governance and Nominating Committee.

Carried Unanimously.

9. EDUCATION COUNCIL REPORTS

The Board Chair reminded Board Members of Section 23 of the BC College and Institute Act that requires Education Council to advise the board on the development of educational policy.

9.1 Report of the Meeting held on January 24, 2017

The Education Council Chair elaborated upon the summary report of the meeting held on January 24, 2017, attached to the agenda for information.

9.2 Report of the Meeting held on February 21, 2017

The Education Council Chair elaborated upon the summary report of the meeting held on February 21, 2017, attached to the agenda for information.

It was moved by S. Edzerza Fox and seconded by J. Lowe

THAT, the Education Council Summary Reports for the meetings held on January 24 and February 21, 2017, be received for information.

Carried Unanimously.

10. BOARD MEMBERS' REPORT

L. Gates distributed at the table a document that provided an update on the fundraising initiatives of the Langara College Foundation.

11. CONSTITUENT GROUP REPORTS

There was no report.

12. VISITORS' COMMENTS

There was no report.

13. NEXT MEETING AND ADJOURNMENT

13.1 Next Meeting

The next Board of Governors meeting is scheduled for **Thursday, May 25, 2017.**

13.2 Adjournment

With no further business, the meeting was adjourned at 6:30 p.m.